

[illegible]

PROCEDURE FOR PREPARATION

: FmHA Instruction 1951-K

PREPARED BY

: State Office AMAS Coordinator

NUMBER OF COPIES

: One copy for each employee certified to enter payments on-line in AMAS

SIGNATURES REQUIRED

: None.

DISTRIBUTION OF COPIES

: Original retained in the State Office

INSTRUCTIONS FOR PREPARATION

Form FmHA 1951-64
"ON-LINE PAYMENT CERTIFICATION MONITORING LOG"
(State Office)

- (1) Enter the name of the employee being monitored. A separate form should be prepared for each employee when it is determined that a certification will be issued and Guide Letter 1951-K-1 is issued.
- (2) Enter District Office Number and Location. For a State Office employee, enter State Office, State Name and Location.
- (3) Enter the Identification Number assigned by the Security Officer.
- (4) Enter the date the State Director signs Guide Letter 1951-K-1.
- (5) When multiple pages are needed, enter the Page number and the total number of pages associated with this Identification Number.
- (6) Enter the initial training date associated with the initial certification. When follow-up training is performed, enter the date(s) of the follow-up training. Annotate the type of training:
 - I -- Initial training for certification
 - R -- Routine follow-up training
 - C -- Corrective training in response to specific non-performance identified during monitoring
- (7) Enter the first initial and last name of the trainer and initials of the trainer's position.
- (8) Enter the date of the monitoring transaction, such as:
 - Date Pending was accessed
 - Date Inquiry or History screens were accessed
 - Date of FOCUS Out-Of-Balance Detail Listing Report
 - Date of Report RC590-A Batch Entry System Payment Exception Report
 - Date of Report RC590-B AMAS to CBRAMS Exception Report
- (9) Enter the source of the monitoring transaction, such as report code, inquiry screen number, Pending, etc.
- (10) Annotate that there was "No exception" or, if there was an exception, annotate the specific cause such as "Out-of-balance 2 days", "Out-of-balance 3 days" etc. until five days is reached and an exception is recorded, "Funds held more than 3 days", etc.
- (11) Enter the specific date of the out-of-balance block, call date for payments held more than 3 days, etc.
- (12) Enter the type of violation as follows:
 - BOB -- Block Out-Of-Balance
 - EXR -- Exception Report Violation
 - CBR -- AMAS to CBRAMS Exception
- (13) Enter whether this is the first, second, third or fourth occurrence of any type of transactions within a twelve-month interval which could lead to withdrawal of certification.
- (14) Enter the type of action taken, such as, letter to District Director, follow-up training, etc.
- (15) Enter any appropriate comments, follow-up activity, etc. regarding this monitoring transaction. Include the initials of the person performing the monitoring transaction.